



My SkillSource
Enterprise Training Solutions

Department of Personnel Administration

E-Learning for California Government

The STC's E-Learning is an online training resource that delivers dynamic, cutting edge, professional development training right to your desktop – anytime, anywhere. These self-paced courses may be used as a stand-alone training program or as a supplement to instructor-led classes you already attend.

This is a cost-effective solution that provides engaging and effective professional development training.

Our Customers are:

Any government professional seeking to improve his/her effectiveness of skills including Management, Leadership, Business Writing, Communication, Project Management, Delegation, Team Building, and more....

This program is convenient and easy to use. Annual subscriptions include unlimited access to courses and reference resources for an entire year. All that's needed is a browser and access to the Internet.

This program goes where you go - in the office, at home or on the road. It will always remain up-to-date with your personal learning path and recent training activity.

Use STC E-Learning to:

- » Reduce training costs in the state's budget conscious environment
- » Improve the productivity and quality of your workforce by minimizing skill gaps
- » Enable employees to conveniently learn at their own pace anytime, anywhere
- » Easily support staff in field offices or remote locations statewide
- » Fast-track and cross train supervisors and managers



Training Officers: ask about Learner Management Services - track students progress!

For more information regarding the My SkillSource e-learning program offered by the State Training Center, visit us at <http://www.dpa.ca.gov/tcid/tcidmain.shtm>, write us at elarning@dpa.ca.gov or call us at (916) 445-5121.

STATE TRAINING CENTER

STC E-LEARNING (MY SKILLSOURCE) LIBRARIES

HIGH PERFORMANCE LIBRARY		# OF COURSES: 1	HRS OF TRAINING: 8	PRICE: \$100 PER YEAR
Included Course(s):		High Performance Management		
INTERACTIVE MANAGEMENT SERIES		# OF COURSES: 7	HRS OF TRAINING: 32+	PRICE: \$150 PER YEAR
Included Course(s):		Realizing Change Coaching Managing Across Difference Managing for Creativity and Innovation Service Success Teams That Work Virtual Teams		
FINANCE		# OF COURSES: 2	HRS OF TRAINING: 10	PRICE: \$110 PER YEAR
Included Course(s):		Finance for Managers Financial Accounting		
SITUATIONAL LEADERSHIP ®		# OF COURSES: 1	HRS OF TRAINING: 8	PRICE: \$90 PER YEAR
Included Course(s):		Situational Leadership®		
BUSINESS PERFORMANCE SUPPORT*		# OF COURSES: 59	HRS OF TRAINING: 100+	PRICE: \$50 PER YEAR
Included Course(s):		<div><div><u>Harvard Manage Mentor - Self-Study</u> Assessing Performance Capitalizing on Change Coaching Delegating Finance Essentials Focusing on Your Customer Giving and Receiving Feedback Hiring Keeping Teams on Target Leading a Team Leading and Motivating Making a Presentation Managing Difficult Interactions Managing for Creativity and Innovation Managing Upward Managing Your Time Negotiating Preparing a Business Plan Project Management</div><div>Running a Meeting Setting Goals Solving Business Problems Working with a Virtual Team Writing for Business <u>QuickKnowledge - Self-Study</u> Applying Leadership Basics Basics of Effective Communication Basics of Effective Selling Building Strong Customer Relationships Conducting Performance Reviews Conflict Intervention Creating a Strong Leadership Team Delegating Developing a Strategic Plan Discharging Employees Disciplining and Redirecting Employees Financial Basics for Non-Financial Managers Intercultural Business Etiquette Interviewing Job Candidates</div><div>Leading Effective Meetings Leading Effective Teams Managing a Virtual Office Managing Change Managing Projects Managing Stress Motivating Employees Personal Financial Planning Presentation Skills Preventing Sexual Harassment for Employees Preventing Sexual Harassment for Leaders Providing Effective Feedback Qualifying Sales Prospects Recognizing and Avoiding Burnout Recognizing and Managing Anger Recognizing Employee Performance Setting Performance Goals & Expectations Solving Problems as a Team Telephone Sales Skills Time Management Understanding and Using Contracts</div></div>		
WORKPLACE SAFETY		# OF COURSES: 36	HRS OF TRAINING: 150+	PRICE: \$50 PER YEAR
Included Course(s):		<div><div>AIDS in the Workplace Americans with Disabilities Asbestos Basic First Aid Basic Respiratory BloodBorne Pathogens Compressed Gases Confined Space - Entry Level Confined Spaces Crane and Rigging Safety Criticality Safety Driver's Safety</div><div>Drug-Free Workplace Electrical Safety Emergency Response Environmental Management Excavation, Trenching, and Shoring Safety Fall Protection Fire Safety Hand and Power Tools Hazard Communication Hearing Conservation Heat and Cold Stress Hot Work</div><div>Industrial Ergonomics Laboratory Safety Awareness Lead Awareness Lockout/Tag out Office Ergonomics Personal Protective Equipment Process Safety Management Awareness Scaffold Safety Sexual Harassment Slips, Trips, and Falls Traffic Control (Flagger) Violence in the Workplace</div></div>		
PROJECT MANAGEMENT*		# OF COURSES: 11	HRS OF TRAINING: 38+	PRICE: \$70 PER YEAR
Included Course(s):		<div><div><u>Self-Study - PMP Certification</u> Project Management Fundamentals, Part One Project Management Fundamentals, Part Two Project Close-Out Management Project Communication Management</div><div>Project Cost Management Project Human Resource Management Project Integration Management Project Quality Management</div><div>Project Risk Management Project Scope Management Project Time Management</div></div>		
SPECIAL VALUE PACKAGES				
COMPREHENSIVE BUNDLE*		Combines High Performance Management, Interactive Management Series, Finance, & Business Performance Support Libraries		PRICE: \$220 PER YEAR
COMPREHENSIVE PLUS BUNDLE*		Combines Comprehensive Bundle plus Situational Leadership		PRICE: \$310 PER YEAR

* E-Instructor-led classes are not included